

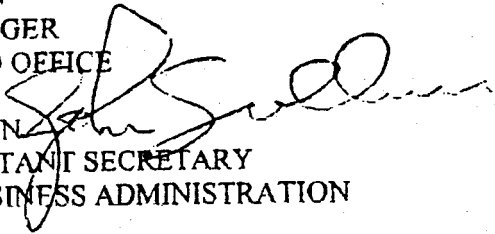


Department of Energy

Washington, DC 20585

JUL 11 2002

MEMORANDUM FOR: JOHN KERSTEN
ACTING MANAGER
GOLDEN FIELD OFFICE

FROM: JOHN SULLIVAN 
DEPUTY ASSISTANT SECRETARY
OFFICE OF BUSINESS ADMINISTRATION

SUBJECT: DELEGATION OF APPOINTMENT AND SOURCE SELECTION
AUTHORITY UNDER THE OFFICE OF ENERGY EFFICIENCY
AND RENEWABLE ENERGY

In accordance with the authority delegated to me by the Assistant Secretary for Energy Efficiency and Renewable Energy (EERE) on July 3, 2002, source selection authority is hereby delegated to the Manager, Golden Field Office, for all financial assistance and procurement actions having a value of \$25 million or less as stipulated in the Assistant Secretary's memo dated July 3, 2002 (see attachment). This memorandum modifies all previous delegations of source selection authority.

Attachment




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Department of Energy
Washington, DC 20585

JUL 03 2002

MEMORANDUM FOR: DEPUTY ASSISTANT SECRETARIES
PRINCIPAL DEPUTY ASSISTANT SECRETARY
REGIONAL OFFICE DIRECTORS

FROM: DAVID K. GARMAN 
ASSISTANT SECRETARY
ENERGY EFFICIENCY AND RENEWABLE ENERGY

SUBJECT: DELEGATION OF APPOINTMENT AND SOURCE SELECTION
AUTHORITY UNDER THE OFFICE OF ENERGY EFFICIENCY
AND RENEWABLE ENERGY REORGANIZATION

This memorandum modifies all previous delegations of source selection authority for financial assistance actions consistent with the Office of Energy Efficiency and Renewable Energy's (EERE) Notice of Objective Merit Review Procedure published in the *Federal Register* on December 20, 2001, and its amendments. The purpose of this delegation of authority is to establish relevant authorities for continuity of operations under the reorganization. The following delegations are made:

The Principal Deputy Assistant Secretary and Deputy Assistant Secretaries are delegated appointment authority for transactions estimated not to exceed \$25 million per fiscal year and decision-making authority not to exceed a maximum of \$25 million for a sum of awards, which includes all phases or options per fiscal year.

- Regional Office Directors will review and approve source selections not to exceed a maximum value of \$250,000 per award, inclusive of all phases or options.

This authority may be further delegated to individuals in the grade of GS-15 or above.

The following specific policy guidance from lessons learned which are not in the EERE Objective Merit Review Procedures will be implemented by the Source Selection Official (SSO) in performing his/her responsibilities:

The SSO will approve the Selection/Rating Plan prior to the solicitation closing.

The SSO will coordinate with the Contracting Officer on the development and approval of all solicitations and Selection/Rating Plan.



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The SSO may authorize the use of voting members from a national laboratory (or any other organization) reviewing applications from a solicitation so long as that particular organization is not a proposed team member on the specific applications under consideration. When their organization is a participating member, the SSO may authorize the use of these individuals as non-voting members, as required.

- The SSO shall obtain the Assistant Secretary's (EERE) or his designee's approval if selecting an application that was "not recommended" by the Merit Review Committee. Rationale for selection shall be included in the selection statement.



Department of Energy
Washington, DC 20585

May 25, 2001

MEMORANDUM FOR: REGIONAL OFFICE DIRECTORS

FROM: ABRAHAM E. HASPEL
ACTING DIRECTOR
OFFICE OF ENERGY EFFICIENCY
AND RENEWABLE ENERGY

SUBJECT: DELEGATION OF SOURCE SELECTION AUTHORITY

This memorandum provides for the delegation of source selection authority for financial assistance actions to each Regional Office Director, consistent with EERE's Notice of Objective Merit Review Procedure published in the Federal Register on May 19, 1998 (63 Fed. Reg. 27569), and Delegation of Authority for Objective Merit Review of Financial Assistance Application dated July 20, 1998. The purpose of the delegation of authority is to improve our program implementation supported through the Regional Offices. This delegation is subject to the following conditions:

- Review and approval of source selections not to exceed a maximum value of two hundred and fifty thousand dollars (\$250,000);

Assurance that source selection procedures are followed, in accordance with the EERE Merit Review Procedures;

Evaluation and selection is conducted with full regard to maintaining the integrity of the procurement process. Source selection officials must be cognizant of the following types of issues which typically occur in these processes:

The source selection is based solely on evaluation criteria and program policy factors contained within the solicitation; and

Sensitivity to potential organizational conflicts of interest relative to the evaluation and selection process, and the merit reviewers involved, prior to commencement of the evaluation process.

The source selection statement must describe the strengths and weaknesses of each application recommended by the Program Policy Review Committee;

Appropriate staff reviews (e.g., legal, procurement, environmental, etc.) are conducted by the cognizant field or operations office, prior to making final selections; and

This authority cannot be redelegated.



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